

ROUTING AND TRANSMITTAL SLIP

Date

7/29/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Deputy Director for Administration			AUG 1987
Headquarters			
2. Central Intelligence Agency		sd	
Room 7D24			
3. Attn: Sue			
4. ODA/Registry (fate)			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Per our conversation with your office, we have enclosed a copy of the original package released on April 17, 1987.

Upon receipt please contact on 557-7970 to establish a new due date.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

★U.S.GPO:1985-0-491-247/20032

OPTIONAL FORM 41 (Rev. 7-78)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

*Sample of Original
released*

DO NOT WRITE IN THESE SPACES

APR 17 1987

87-1598X

Dear General Kelly:

At the Partnership in Administration Conference, agency attendees suggested that some Federal Supply Service (FSS) correspondence is not addressed to the appropriate officials within Federal agencies. This delays promulgation of vital operational and policy information throughout the Federal community.

FSS has initiated an effort to streamline the communications process. However, we need your assistance to identify the proper official to receive policy and operational correspondence. Therefore, the enclosed questionnaire should be completed to denote which person in your organization, should be addressed for the multidisciplines within FSS. This form can also be used to identify the current Assistant Secretary level that I should address. We would appreciate receiving the enclosed questionnaire by May 18, 1987. The completed forms should be returned to Joseph A. Kulenguski, Acting Assistant Commissioner for Policy and Agency Liaison, at the above address.

If you or your staff require assistance in this effort, please contact Mr. Kulenguski on 557-7970.

Sincerely,

(signed) DONALD C. J. GRAY

DONALD C. J. GRAY
Commissioner

General P. X. Kelly
Commandant
United States Marine Corps
Arlington, VA 20380

Attn: Capt. Visser

Enclosure

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Enclosure

PARTNERSHIP IN ADMINISTRATION

Communications Officials

FSS Official	Federal Agency Official
Commissioner Federal Supply Service Donald C. J. Gray Overall Federal policy and operations	Name: Title: Agency: Address: Telephone:
Assistant Commissioner for Policy and Agency Liaison -- Liaison and Agency Assistance -- Logistics Planning and Marketing -- Regulations Policy (FPMR)	Name: Title: Agency: Address: Telephone:
Assistant Commissioner for Customer Support Management -- Property Management -- Distribution Management -- Travel and Transportation Management -- Fleet Management	Name: Title: Agency: Address: Telephone:

FSS Official	Federal Agency Official
Assistant Commissioner for Quality and Contract Administration -- Quality Assurance -- Contract Administration -- Quality Standards	Name: Title: Agency: Address: Telephone:
Assistant Commissioner for Commodity Management -- Inventory and Requisition Management -- Item Management -- Procurement Management -- Automotive Commodity -- Tools Commodity -- Office and Scientific Equipment Commodity -- Furniture Commodity	Name: Title: Agency: Address: Telephone:
Assistant Commissioner for Transportation Audits -- Transportation Audit -- Collections, Accounts, and Procedures	Name: Title: Agency: Address: Telephone: